of, mary's County Records Center and Archives

RECORDS RETENTION AND DISPOSAL SCHEDULE

No. C-650 Page

No.

1 20 2

Agency

St. Mary's County

Division

Office on Aging - Transportation

50	. Mary's County	Uffice on Aging - Transportation
Item No.	Description	Retention
1.	General File	·
	Subject file for office activities, reference materials and reports. Contains such files as accident reports, memos to drivers, publicity flyers for trips, bus company brochures and workshop manuals.	Retain 3 years, then destrous Files should be periodicall reviewed prior to destruction and files with continuing legal and administrative values should be kept until such value ceases.
2.	Time Log Sheets	
	Computer printout form filled out daily by drivers as a record of time worked. Information is used to authorized payment of salaries and is only copy of time sheets for these drivers.	Retain in office 3 years after close of fiscal year for last entry in book, the destroy.
3.	Drivers License Check	
	Control Center Report on driving violation rec of all personnel authorized to drive office vehicles. Reports include names, home address any driving violations and points. Reports ar done quarterly and provide cumulated data.	until superceded, then es, destroy.
4.	Transportation Reports	
	Computer generated report produced monthly and quarterly summarizing information on the servi provided by the division. Reports detail unit service provided by each vehiclenumber of passengers, destinations, etc. Based on the T Sheet files. This report does not provide nam of individual passengers or mass transit figur	ces current year and 1 year s of prior, then transfer to Cou Records Center and Archives rip for permanent retention.*
5.	Monthly Van/Vehicle Evaluations	
	Monthly log form containing vehicle Id. no; su of activity—hours driven, no. occupied seats, of service, gallons of gas used, oil used, rep costs, and drivers' pay. Information for vehic is combined onto one sheet used for reporting budget justifications.	units until administrative use air ceases, whichever is later, les then destroy.
	• • • • • • • • • • • • • • • • • • • •	hadula authorized by

Schedule approved by Department, Agency, or Division Representative

Date

Schedule authorized by

RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation sheet)

Schedule
No. C-650
Page
No. 2 01

 		110. 200
Item No.	Description	Retention
6.	Trip Sheets	
	Folders arranged by month containing weekly vehicle reports (Name of driver, names of passengers, day of week, place transported to); attendance lists and publicity flyers for special events; SMILE and mass transit figures. Information (except mass transit statisticts,) is input on computer and used for Transportation Reports. "and names of individuals	Retain 4 years. Retain in office 1 year, then transfer to County Records Center and Archives, to be held 3 years thereafter destroy.
7.	Gas Log Tickets	
	Form used by drivers to note gas charges for division vehicles. Ticket includes vehicle number, operator code, odometer reading, date, amount of gas and pump stamp. They are used to verify procurement reports. All information is entered in a log and in the monthly van/vehicle reports.	Retain in office 1 year, then destroy. Retain log book in office 1 year after close of fiscal year for last entry in book, then destroy.
8.	Drivers Circle Check	·
	Checklist for daily vehicle inspection. Used for preventive maintanence and to report needed repairs. Forms cumulate information for one week. Public Service Commission occasionally reviews and in case of an accident, these reports serve as verification of vehicle condition.	Retain in office I year afte close of fiscal year in which created, then destroy.
9.	Inspection File	
	Folders for each vehicle containing Class A vehicle inspection reports. Class A inspections are required every 25,000 miles. Folders also contain in-house inspection checklists. Monthly in-house inspections are done by Project Director.	Retain for life of vehicle. Transfer with vehicle to procurement office when vehicle is returned for permanent disposal.
10.	<u>Vehicle Maintenance Folders</u>	
	Copies of all bills paid for each vehicle used for computer input. (Non-record copiesthe record copies are held by Office on Aging's Fiscal Office.)	Retain 6 months or until computer input is verified, then destroy. Retain computer printout for 3 year in office, then transfer to County Records Center for 10 years.
		hives is in operation,
	transfer to St	ate Archives, conds.

INSTRUCTIONS -- TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES, FORWARD 7275 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE ____ OF _____ (DGS 550-1) JESSUP, MARYLAND 20794 DEPARTMENT / AGENCY 2. DIVISION 3. UNIT St. Mary's County Office on Aging Transportation DEFINITION - RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR Active To Inactive General File 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SEPIES) Subject file for office activities, reference materials and reports. Contains files on accident reports, memos to drivers, publicity flyers for trips, bus company brochures, forms and workshop manuals. 8. RECORD SERIES SEQUENCE 7. RECORD SERIES FORMAT(S) 9. VOLUME ALPHABET I CAL WFILE DRAWER(S) □ LETTER SIZE □ MICROFILM D MICROFILM REEL(S) XX LEGAL SIZE COMPUTER TAPE □ NUMERICAL COMPUTER TAPE(S) NUMBER | OTHER(SPECIFY) BOUND BOOK D FLOPPY DISK CHRONOLOGICAL AUDIO TAPE U VIDEO TAPE □ GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER(SPECIFY) OTHER(SPECIFY) FILE DRAWER(S) D MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER (SPECIFY) 11. FILE IS USED FILE BECOMES INACTIVE AFTER DAILY XXWEEKLY D MONTH(S) EXYEAR(S) D MONTHLY NUMBER 13. CURRENT LOCATION(S) (ELDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! Garvey Center - Transportation office (IF YES, SPECIFY AGENCY OR OFFICE) TYES AND 15. ACCESS RESTRICTIONS O YES XX NO 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) XR NONE D STATE D FEDERAL D INDEPENDENT RECOMMENDED RETENTION 17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE SOFTWARE) Retain 3 years, then destroy, Files O YES WX NO should be reviewed periodically and prior to destruction. Materials having continuing administrative value should

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

be retained until that value ceases.

8/10/89

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER (301) 475-7844

21. DATE 8/10/89

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD		AGENCY RECORDS INVENTURY	
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	P.O. B		PAGE 3 OF 10	
DEPARTMENT/AGENCY	 	1000 20734		
St. Mary's County	Office on Ag	ino	3. UNIT Transportation	
·	<u></u>		AND USED AS A UNIT FOR	
DEL HILLIAM MECOLE DEVIED.	CE AS WELL AS RET			
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR	
Drivers License Check			7/88 TO 8/89	
A. INCOME STILLED BESTELLING !	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES;	
Control Center Report on drivin office vehicles. Reports inclu points. Reports are done quart	de names, home ad	dresses, any dri		
· ·	1			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME XX FILE DRAWER(S)	
LETTER SIZE MICROFILM	□ ALPHABETIC	CAL	D MICROFILM REEL(S)	
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		2" COMPUTER TAPE(S)	
BOUND BOOK D FLOPPY DISK	XX CHRONOLOG	·- <u>-</u>	NUMBER DOTHER(SPECIFY)	
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHI(10. ANNUAL ACCUMULATION	
xt other(specify) 4x8 card	OTHER(SPE	CIFY)	XX FILE DRAWER(S) 1" D MICROFILM REEL(S)	
			NUMBER COMPUTER TAPE(S)	
11.		1 1 2	OTHER(SPECIFY)	
11. FILE IS USED D DAILY D WEEKLY	Č ^X MONTHLY	3 x	S INACTIVE AFTER MONTH(S) DYEAR(S)	
		NUMBER		
13. CURRENT LOCATION(S) (BLDG.,F	LOOR, ROOM)	<u>.</u>	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)	
Garvey Center - Transportation	office	D YES D NO Control Center		
15. ACCESS RESTRICTIONS Ø YE	5 ⁰ NO	16. AUDIT REQUI	REMENTS	
(IF YES, CITE LAW(S) & REGULA				
MD Annotated Code State Gov. §1	0-616h	XX NONE U ST.	ATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED! (1F BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE	D RETENTION	
D YES CXX NO		Retain in office 3 months, until superceded. then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Jan Blodgett/County Archivist (301) 475-7844			` 8/10/89	

C650 INSTRUCTIONS -- TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTURY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES, FORWARD 7278 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 4 OF 10 (DGS 550-1) JESSUP, MARYLAND 20794 DEFARTMENT / AGENCY 2. DIVISION 3. UNIT St. Mary's County Office on Aging Transportation DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR 1986 **TO** 1989 Transportation Reports 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OF FUNCTION OF THE SERIES Computer generated report produced monthly and quarterly providing information on the services provided by the department. Records detail units of service provided by each vehicle--number of passengers, destinations, etc. Based on the Trip Sheet files. This report does not provide the names of individual passengers or mass transit figures. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME XX FILE DRAWER(S) □ LETTER SIZE □ MICROFILM ☐ ALPHABETICAL □ MICROFILM REEL(S) 1" COMPUTER TAPE(S) XX LEGAL SIZE COMPUTER TAPE D NUMERICAL NUMBER | OTHER(SPECIFY) BOUND BOOK DIFLOPPY DISK XXXCHRONOLOGICAL AUDIO TAPE UVIDEO TAPE □ GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER(SPECIFY) OTHER(SPECIFY) EXFILE DRAWER(S) 1" D MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) D OTHER (SPECIFY) FILE IS USED FILE BECOMES INACTIVE AFTER DAILY □ WEEKLY D MONTH(S) X YEAR(S) **EXMONTHLY** NUMBER 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! Garvey Center - Transportation office (IF YES, SPECIFY AGENCY OR OFFICE) XP YES D NO Trip Sheet files 15. ACCESS RESTRICTIONS O YES 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) XX NONE O STATE O FEDERAL O INDEPENDENT 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN RECOMMENDED RETENT-FON ASSAULTED 18. BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) Permanent. Retain Vear in office, TYES XX NO transfer to County Records Center and Archives for permanent retention.

20. TELEPHONE NUMBER (301) 475-7844

21. DATE

8/10/89

19. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

INSTRUCTIONS -- TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES. FORWARD 7278 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 5 OF 10 JESSUP, MARYLAND 20794 (DGS 550-1) DEPARTMENT / AGENCY 2. DIVISION 3. UNIT St. Mary's County Office on Aging Transportation DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR 1988 **TO** 1989 Monthly Van/Vehicle Evaluations 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SEPTES Monthly log form containing vehicle ID no.; summary of what vehicle did during the month--hours driven, no. of occupied seats, units of service; gallons of gas used; oil used, repair costs, and drivers pay. Information for vehicles is combined into one sheet for reporting to the State and for budget justifications. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME XX FILE DRAWER(S) .Q.LETTER SIZE □ MICROFILM ALPHABETICAL □ MICROFILM REEL(S) D LEGAL SIZE D COMPUTER TAPE O NUMERICAL O COMPUTER TAPE(S) NUMBER | OTHER (SPECIFY) BOUND BOOK DEFLOPPY DISK XXXCHRONOLOGICAL D AUDIO TAPE D VIDEO TAPE □ GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER(SPECIFY) OTHER(SPECIFY) WFILE DRAWER(S) □ MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER (SPECIFY) 12. FILE BECOMES INACTIVE AFTER FILE IS USED DAILY D MONTH(S) □ WEEKLY x₽ MONTHLY A YEAR(S) NUMBER 13. CURRENT LOCATION(S) (BLDG.,FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! Garvey Center - Transportation office (IF YES, SPECIFY AGENCY OR OFFICE) TYES Q NO 15. ACCESS RESTRICTIONS O YES XX NO 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) ONONE STATE FEDERAL DINDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY HARDBARE SOFTWARE)

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER (301) 475-7844

21. DATE

is later.

8/10/89

Retain in office l year or until

administrative use ceases, whichever

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Jan Blodgett/County Archivist

20. TELEPHONE NUMBER (301) 475-7844

Archives.

21. DATE

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then transfer to County Records Center &

8/10/89

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GI RECORDS MANAGEI		C650 AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	7278 WATE P.O. B JESSUP, MAR	OX 275	PAGE 7 OF 10	
DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
St. Mary's County Office		on Aging	Transportation	
		DS NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Gas Log Tickets	•		5. EARLIEST YEAR/LATEST YEAR 9/87 TO 8/89	
	THE SERIES.	. INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES;	
vehicle number, operator code, pump. They are used to verify in a log and drivers also incl	procurement mon	thly reports. A	ll information is entered	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
LETTER SIZE D MICROFILM	D ALPHABETIC	CAL	<pre></pre>	
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL	•		
BOUND BOOK DEFLOPPY DISK	EXCHRONOLOG:	ICAL	NUMBER OTHER(SPECIFY)	
□ AUDIO TAPE □ VIDEO TAPE	□ GEOGRAPHI	CAL		
DXOTHER(SPECIFY) 4x8 multi-	OTHER(SPEC	CIFY)	10. ANNUAL ACCUMULATION DFILE DRAWER(S)	
part form		,	MICROFILM REEL(S)	
			NUMBER COMPUTER TAPE(S)	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
DAILY WEEKLY	ZX MONTHLY		MONTH(S) DYEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL Garvey Center - Transportation		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) AR YES ONO Gas log book 16. AUDIT REQUIREMENTS AR NONE OFFICE OFFICERAL OINDEPENDENT		
15. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(S) & REGULAT				
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDED RETENTION		
□ YES XØ NO		Retain Gas Log tickets in officeal year, then destroy. Retain gas log book in office 1 year after close of fiscal year for last entry in book.		

20. TELEPHONE NUMBER (301) 475–7844

21. DATE

8/10/89

19. NAME AND TITLE OF PREPARER
Jan Blodgett/County Archivist

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE B OF D

DEPARTMENT/AGENCY

St. Mary's County

2. DIVISION

Office on Aging

3. UNIT

Transportation

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Drivers Circle Check

5. EARLIEST YEAR/LATEST YEAR 1<u>2/88</u> **TO** <u>8/89</u>

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE BERTES!

Checklist for daily vehicle inspection. Used for preventive maintenance and to report needed repairs. Forms contain one week's information and are turned into the office weekly. Public Service Commission occasionally asks to examine and in case on an accident, these reports can serve as verification of vehicle condition.

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	XXXLETTER SIZE	□ MICROFILM	O AL
	D LEGAL SIZE	O COMPUTER TAPE	□ NU
	BOUND BOOK	D FLOPPY DISK	х⊠ сн
			ľ

□ AUDIO TAPE □ VIDEO TAPE OTHER(SPECIFY)

7. RECORD SERIES FORMAT(S)

- 8. RECORD SERIES SEQUENCE
 - PHABETICAL
 - MERICAL
 - RONOLOG! CAL
 - ☐ GEOGRAPHICAL

- 9. VOLUME
 - xx FILE DRAWER(S) □ MICROFILM REEL(S)
 - 6" COMPUTER TAPE(S)
 - NUMBER D OTHER (SPECIFY)

- OTHER(SPECIFY)
- 10. ANNUAL ACCUMULATION
 - XX FILE DRAWER(S)
 - □ MICROFILM REEL(S)
 - NUMBER COMPUTER TAPE(S)
 - OTHER (SPECIFY)

- 11. FILE IS USED DAILY
- XX WEEKLY
- □ MONTHLY
- 12. FILE BECOMES INACTIVE AFTER XX YEAR(S) D MONTH(S) NUMBER
- : 13. CURRENT LOCATION(S) (BLDG.,FLOOR, ROOM)
- 14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE) □ YES MXNO
- 15. ACCESS RESTRICTIONS TYES X NO (IF YES, CITE LAW(S) & REGULATION(S)

Garvey Center - Transportation

- 16. AUDIT REQUIREMENTS
 - Px NONE STATE FEDERAL INDEPENDENT
- 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE SOFTWARE)
 - TYES TO NO

18. RECOMMENDED RETENTION .

Retain in office 1 year, then destroy.

19. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

8/10/89

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEPARTMENT OF GE RECORDS MANAGEM 7278 WATER P.O. BO JESSUP, MARY	MENT DIVISION RLOO ROAD DX 275	AGENCY RECORDS INVENTURY PAGE 9 OF 10	
DEFARTMENT/AGENCY St. Mary's County	2. DIVISION Office on Aging		3. UNIT Transportation	
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECORD	OS NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Inspection folders			5. EARLIEST YEAR/LATEST YEAR 1981 TO 1989	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Folders containing Class A vehicle inspection forms and in-house inspection forms. Class A inspections are required every 25,000 miles for each vehicle. The in-house monthly inspections are done by project director and are reviewed by the Public Service Commission irregularly. One folder is maintained on each vehicle.				
7. RECORD SERIES FORMAT(S) XIX LETTER SIZE I MICROFILM	8. RECORD SERIES SEQUENCE		9. VOLUME 水水 FILE DRAWER(S) □ MICROFILM REEL(S)	
BOUND BOOK D FLOPPY DISK	D NUMERICAL D CHRONOLOGICAL		NUMBER D OTHER (SPECIFY)	
OTHER(SPECIFY)	□ GEOGRAPHICAL □ OTHER(SPECIFY)		10. ANNUAL ACCUMULATION XX FILE DRAWER(S) 1" MICROFILM REEL(S) NUMBER COMPUTER TAPE(S)	
11. FILE IS USED DAILY WEEKLY	x § MONTHLY		S INACTIVE AFTER MONTH(S) DYEAR(S)	
Garvey Center - Transportation		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES RINO		
15. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(8) & REGULAT		16. AUDIT REQUIREMENTS PEXNONE D STATE D FEDERAL D INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) D YES IN NO		Retain for life of vehicle. Transfer with vehicle to Procurement when vehicle is returned for permanent disposal.		
JanBlodgett/County Archivist (301) 475-784				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF GERECORDS MANAGEM	MENT DIVISION	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 10 OF 10	
DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
St. Mary's County	Office on A		Transportation	
		OB NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR	
Vehicle Maintenance Folders			<u>1981</u> то <u>1989</u>	
6. RECORD SERIES DESCRIPTION (BR	EFLY DESCRIBE THE	TYPES OF INFORMA	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES	
Copies of all bills paid for e	ach vehicle used		•	
copies; originals located in O				
·				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	
TXLETTER SIZE D MICROFILM	EXALPHABET I	:AL	XM FILE DRAWER(S)	
D LEGAL SIZE D COMPUTER TAPE	□ NUMERICAL		□ MICROFILM REEL(S) 1 □ COMPUTER TAPE(S)	
BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL.	NUMBER OTHER(SPECIFY)	
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	:AL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPEC	IFY)	FILE DRAWER(S)	
			O MICROFILM REEL(S)	
			OTHER(SPECIFY)	
11. FILE IS USED	_		S INACTIVE AFTER	
DAILY DWEEKLY	® MONTHLY	O XXI NUMBER	MONTH(S)	
13. CURRENT LOCATION(S) (BLDG.,FL	· •		ERIES DUPLICATED ELSEWHERE!	
Garvey Center - Transportation	office	(IF YES, SPECIFY AGENCY OR OFFICE) **X YES D NO Office on Aging Fiscal office		
15. ACCESS RESTRICTIONS TYES	. ∯xno			
(IF YES, CITE LAW(S) & REGULAT		16. AUDIT REQUIREMENTS ANONE DISTATE DIFEDERAL DINDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDED	D RETENTION	
	ANDBARE/ SOF I HARE)	Datain 6 mant	hs or until computer input is	
□ YES XØ NO		verified, then destory. Retain computer		
		printout for 3 years in office, then ?		
		transter to C years.	County Records Center for 10	
NAME AND STREET OF STREET				
In Blodgett/County Archivist	20. TELEPHONE N		21. DATE 8/10/90	
oan prougert/county Archivist	Blodgett/County Archivist (301) 475-7844		8/10/89	